

Statement of Duties

School Learning Support Officer (Preschool)

A School Learning Support Officer (Preschool) is responsible to the principal or the supervisor for:

- Providing assistance with the daily preschool program, classroom activities and the care and management of children enrolled in the service (children) and functions under the immediate supervision and direction of a teacher

The school must not require a School Learning Support Officer (Preschool) to accept responsibility for class management, playground supervision or the teaching of children.

In supporting the preschool teacher a School Learning Support Officer (Preschool) is required to carry out the following range of duties:

- Setting up the classroom and playground before and after each session;
- Regular cleaning and minor maintenance of preschool toys, furniture and equipment;
- Preparation of morning and afternoon tea and associated activities.

Teacher and Child Support

- Assisting in the implementation of learning programs
- Interacting with children
- Assisting children with toileting and dressing
- Supporting teacher in children learning
- Assisting the teacher in guiding children's behaviour
- Caring for sick children and where in receipt of the first aid allowance, administering minor first aid
- Administering prescribed medication when in receipt of the allowance, and maintaining the medication register.

1. Administration

- Operating audio visual aids and other teaching equipment
- Photocopying materials
- Assembling and distributing learning materials and resources
- Stocktaking of furniture, equipment and learning resources
- Managing lost property
- Performing minor clerical duties such as those associated with documentation

2. Other duties

Undertaking other related duties as determined by the principal or the supervisor